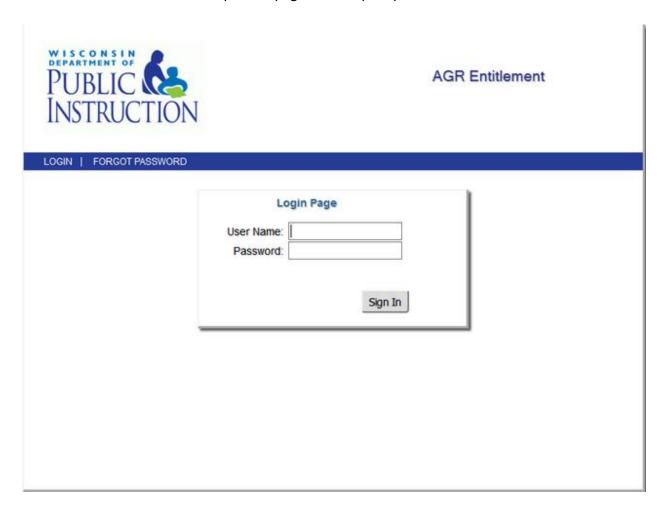


Instructions for AGR End-of-Year Financial Report

- 1. Access the AGR and SAGE Reporting Portal (https://agr.dpi.wi.gov/AGR/Login.aspx)
- 2. Enter your username and password. If you forgot your password, please use the "Forgot Password" link in the blue bar across the top of the page to reset your password.



3. Click "Sign In."

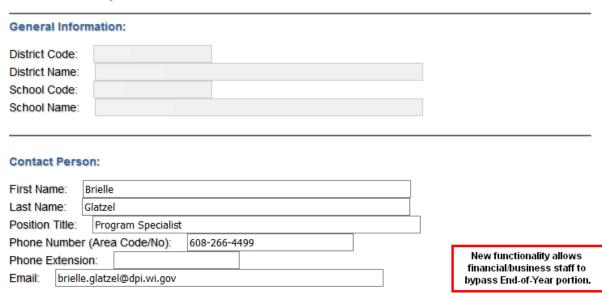
4. Select "Enter Data" to the right of "2019-20 End-of-Year and Financial Reports."



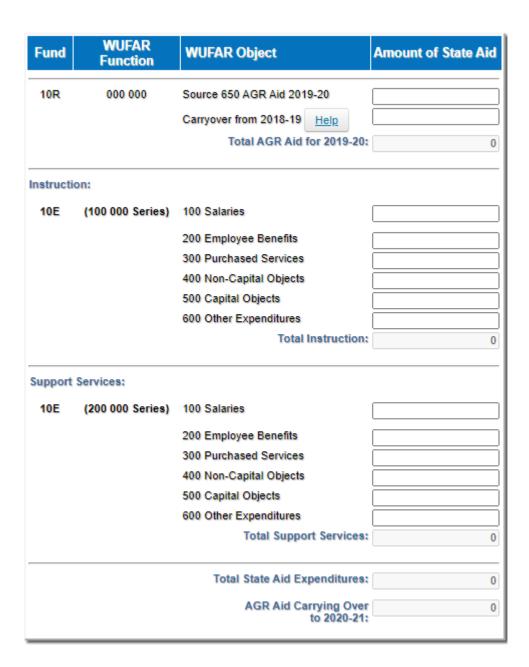
NOTE: Once entitlement details are submitted, the form cannot be changed. Only submit your details when you are sure everything is correct.

5. Proceed past the instructions and updates after reading. A new button was added to the bottom-right corner which allows financial/business staff to bypass the AGR programmatic questions in the End-of-Year portion of the report and proceed directly to the financial portion of the report. A report contact person must be designated before proceeding.

End-of-Year Report - Contact Information



6. Click "Skip to Financial Report" to proceed to the updated financial section. Rather than splitting the Financial Report out into two sections, the Financial Report is now simplified so financial/business staff can enter all expenditures coded in the district ledger to the AGR project.



7. Click "Save" to complete the financial portion of the report.